



# Foreign Affairs Manual

## 4 FAM – Financial Management

**Change Transmittal:** FIN-411

**Date:** September 20, 2010

## 4 FAM 440 VOUCHERING OF SPECIAL ITEMS

### Changes

1. This CT completely revises 4 FAM 440. The material from 4 FAM 440 and 4 FAH-3 H-440 has been combined into this subchapter. 4 FAH-3 H-440 is now unassigned (see FMP-60).
2. Due to the amount of new material, this subchapter is being treated as entirely new. Changes will not appear in *italic* or *dark magenta*.
3. Crosswalk: The crosswalks below show where the information in the revised subchapter originated.

Crosswalk for material moved from 4 FAH-3 to 4 FAM	
4 FAH-3 Sections	4 FAM Sections
H-441	441
H-442	442
H-442.1	442.1
H-442.2	442.2
H-442.3	442.3
H-443	443.1
H-443.2	443.2
H-443.3	443.3
H-443.4	443.4
H-443.5	443.5
H-444	444
H-444.1	444.2
H-444.2	444.3
H-444.3	444.1
H-445.1-1	445.4-1

<b>Crosswalk for material moved from 4 FAH-3 to 4 FAM</b>	
<b>4 FAH-3 Sections</b>	<b>4 FAM Sections</b>
H-445.1-2	445.4-2
H-445.1-3	445.4-3
H-445.1-4	445.4-4
H-445.2	445.5
H-445.2-1	445.5-1
H-445.2-2	445.5-2
H-445.3	445.5-3
H-445.4	445.5-4
H-445.5	445.6
H-445.6	445.7
H-447.1	447.1
H-447.2	447.2
H-447.2-1	447.2-1
H-447.2-2	447.2-2
H-447.3	447.4
H-447.4	447.5
H-447.5	447.6
H-447.6	447.8
H-447.6-1	447.8
H-447.6-2	447.8
H-447.7	447.9
H-448	448
H-448.1	448.1
H-448.2	448.3
H-448.2-1	448.3-1
H-448.2-2	448.3-2
H-448.2-3	448.3-3

<b>Crosswalk for material moved within 4 FAM</b>	
<b>Old 4 FAM Sections</b>	<b>New 4 FAM Sections</b>
444	444.1
445.5	445.6
445.6	445.7
447.4	447.5

<b>Crosswalk for material moved within 4 FAM</b>	
<b>Old 4 FAM Sections</b>	<b>New 4 FAM Sections</b>
447.5	447.6
447.6	447.7
447.7	447.8
447.8	447.9

4. Change Transmittal has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 4 FAM 440 (CT:FIN-408, 08-23-2010; 13 pages) and insert revised subchapter 4 FAM 440 (31 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:FIN-411, and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues. Direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(RM/FPRA/FP)**